CAPPS Financials — User Group Meeting Minutes
Thursday, March 26, 2019
9–11 a.m.
(Webinar Only)

I.   Welcome (Lauren Denby)

- This is a Webinar through Webex.
- User Group meeting materials will be posted on FMX.
  - o   To be added to the User Group distribution list, send an email to the CAPPS Governance and Communications Team at CAPPS.CGC@cpa.texas.gov.

II.   COVID-19 Update (Chelsa Vinklarek)

- CAPPS is prepared and agencies will not see a degradation of service. We encourage agencies to reach out if help is needed.
- The Emergency Leave Code for timesheets is TRC EMGCV. If you need TRC, submit a ticket through ASP. This is classified as regular emergency leave such as bad weather or closures. There is not a min/max number of hours that can be used.
- The agency will be abiding by the Family First Coronavirus Response Act with provisions related to paid sick leave, FMLA changes and additional hours of leave.
- The agency has launched the COVID-19 news and information page on @CPA, which includes regular updates and helpful information. Website is ww2.cpa.state.tx.us/covid19/

III.   Production Update: Financials Support Requests (SRs) (Lauren Denby)

- **SR Summary and Trend Report**
  - o   The *CAPPS Financials Summary and Trend Report 03/26/20* document was reviewed.
    - ▪   In February, there were 923 active SRs with 352 in high priority status.
    - ▪   As shown on the Trend chart, there were 484 SRs opened and 472 closed in February.
- **Governance Approved Enhancements**
  - o   The *CAPPS Financials Governance Approved SRs 03/26/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
  - o   The *CAPPS Financials Required Maintenance 03/26/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

IV.   Project Update: FIN FY20 Deployment (Nyguel Sanders)

- The CAPPS FY20 FIN Agency Deployment Project 03/26/20 document was reviewed.
- The project is green and on track. There are eight deploying agencies. The Code Move date is July 6, 2020. The Soft Go-Live date is Aug. 10, 2020. The implementation date is Sept. 1, 2020.
- Key items in the next 30 days:
  - o   Continue Agency Work Sessions
  - o   Continue Conference Room Pilots
- UAT Kickoff is on April 23, 2020

V.   Discussion Topic: New Dashboard Status and Reminders (Chelsa Vinklarek/Lauren Denby)

- UAT is complete. We have received acknowledgement of participation from all but two agencies. Thank you for your time and participation.
- On track with Go-Live date of April 6, 2020. That morning employees will see the new dashboard and will default to employee self-service dashboard.
- Desk aid was sent out and a new document will be sent to all agencies before April 6, 2020.
- Communications will be posted on the FMX Calendar when an environment is unavailable.
- CAPPS will send out a communication to announce downtime for implementation. Likely this activity will take place April 3 at the close of business and be back up on the morning of April 6.

VI.   Upcoming Meetings:

- Thursday, April 30, 2020 in Travis 1-100 Note: Location subject to change to a remote webinar
- Thursday, May 28, 2020 in Travis 1-111 (Joint meeting with HR/Payroll User Group)